

**REAL ESTATE APPRAISERS APPLICATION ADVISORY COMMITTEE  
MINUTES  
JULY 14, 2005**

**PRESENT:** Linda Verbecken, Marla Britton, Steve Vitale, James Coutts, and Ursula Volk

**EXCUSED:** Karen Scott, Lynn Gregorash, and Rick Vozar,

**STAFF PRESENT:** Judy Mender, Credentialing; and Pat Schenck, Program Assistant

**CALL TO ORDER**

Marla Britton, called the meeting to order at 11:15 a.m. A quorum of five members was present.

**ADOPTION OF AGENDA**

**Amendments to agenda:**

- Add Item 21 - Vanessa Claypool
- Delete Item 15 - Van Vonderen
- Add Laura Doherty-Riley with Item 18 - Rebecca Wehrwein

**MOTION:** Steve Vitale moved, seconded by James Coutts, to approve the agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES MAY 3, 2005**

**MOTION:** James Coutts moved, seconded by Steve Vitale, to approve the minutes of May 3, 2005 as written. Motion carried unanimously.

**DISCUSSION AND REVIEW OF APPLICATION MATERIAL AND  
DOCUMENTATION OF EXPERIENCE**

Marla Britton stated that reviewers should submit reviews to the Department sooner so that Department staff may respond to the applicants regarding their appraisal reviews.

The Committee agreed that all reviews will be submitted to the Department of Regulation and Licensing by the Committee members within five business days of the final decision of the Committee meeting.

**Use of Cloning/Boiler Plate Language by Applicants and Typographical Errors**

The Committee discussed appraiser's use of computer software by copying and pasting text. When appraisers copy text from one appraisal report to another, the use of duplicate text does not always comply with the individual appraisal report nor is it applicable to the appraisal.

A request for guidelines regarding the use of cloning text was made. The Committee member reviewing the appraisal report has the option of requesting an additional appraisal report requesting that the applicant explain how they arrived at the value.

### **Role of Supervisory Appraisers**

The Committee discussed the role of the supervisory appraisers on appraisal reports and whether the Committee should accept reports signed by the supervisor that do not mention the name of the applicant submitting the appraisal report?

Other issues discussed included having the Department inform the applicants to only submit appraisal reports that mention the applicant's name, applicants should only submit reports where they were involved in all aspects of the appraisal reports, and sending appraisal reports back to the Department if they do not meet the roster requirements.

The Real Estate Appraisers Board will be discussing the role of supervisory appraisers in October.

## **DISCUSSION AND APPROVAL OF APPROPRIATE APPRAISAL STANDARDS TO USE IN THE REVIEW PROCESS**

### **Uniform Standards of Professional Appraisal Practice (USPAP)**

The Committee is utilizing USPAP 2005.

### **Intended Use – Intended User**

New 1044 forms have taken care of this problem.

### **Scope of Work**

Newer report forms will take care of this.

### **Procedure for Denial of Application**

The Committee reviewed the correspondence from Steve Gloe, General Counsel, regarding the meeting on review of applications for Real Estate Appraisers and denial procedure.

## **PROCEDURE FOR APPLICANTS WHO REQUEST A DIFFERENT REVIEWER**

An applicant who did not agree with the reviewers coaching comments requested that a different reviewer review their appraisals. The Committee agreed that applicant's who request a different reviewer, because they disagree with the reviewers comments, may request a hearing.

## CLOSED SESSION

**MOTION:** Steve Vitale moved, seconded by James Coutts, to convene to Closed Session to consider licensure or certification of individuals pursuant to s. 19.85(1)(b), Stats., and to consider individual histories pursuant to s. 19.85(1)(f), Stats. Roll Call Vote: Lynn Gregorash-yes; Marla Britton - yes; Steve Vitale-yes; Ursula Volk-yes; Linda Verbecken-yes; James Coutts-yes. Motion carried unanimously.

Open Session recessed at 12:45 p.m.

The Committee reviewed and considered the appraisal experience and appraisal reports of applicants applying for licensure.

## RECONVENE TO OPEN SESSION

**MOTION:** Linda Verbecken moved, seconded by James Coutts, to reconvene into Open Session at 1:38 p.m. Motion carried unanimously.

## VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION, IF VOTING IS APPROPRIATE

### APPRAISAL REPORTS REVIEWED ON JULY 14, 2005

#### BECHARD, JUSTIN, CERT RES

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **Justin Bechard's** appraisal reports subject to receipt of one small residential income appraisal report. Motion carried unanimously.

#### DEMARCO, LUCILLE, LICENSED

**MOTION:** James Coutts moved, seconded by Ursula Volk, to recommend that the Department approve **Lucille Demarco's** appraisal reports subject to receipt of two additional reports that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

#### DUNSMORE TIMOTHY, CERT RES

**MOTION:** James Coutts moved, seconded by Steve Vitale, to recommend that the Department table **Lucille Demarco's's** appraisal reports as submitted. Motion carried unanimously.

**FERRELL, CHRISTINE, CERT RES**

**MOTION:** James Coutts moved, seconded by Ursula Volk, to recommend that the Department table **Christine Ferrell's** appraisal reports as submitted. Motion carried unanimously.

**FRITSCH, JESSE, CERT RES**

**MOTION:** Steve Vitale moved, seconded by James Coutts, to recommend that the Department approve **Jesse Fritsch's** appraisal reports as submitted. Motion carried unanimously.

**HAMMER, MELVIN, LICENSED**

**MOTION:** Ursula Volk moved, seconded by Steve Vitale, to recommend that the Department approve **Melvin Hammer's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

**HARDY, ROBYN K, LICENSED**

**MOTION:** James Coutts moved, seconded by Steve Vitale, to recommend that the Department table **Robyn K. Hardy's** appraisal reports as submitted. Motion carried unanimously.

**HUNT, VALERIE, CERT GEN**

**MOTION:** Steve Vitale moved, seconded by Ursula Volk, to recommend that the Department deny **Valerie Hunt's** appraisal reports as submitted because the reports do not comply with USPAP. Motion carried unanimously.

**KUHLMANN, BRYON, CERT RES**

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **Bryon Kuhlmann's** appraisal reports subject to receipt of two new reports that comply with USPAP with coaching comments. Motion carried unanimously.

**LARSON, CHERYL, CERT RES**

**MOTION:** James Coutts moved, seconded by Ursula Volk, to recommend that the Department approve **Cheryl Larson's** appraisal reports subject to receipt of two small residential income property appraisal reports of which one needs to be a sale. Motion carried unanimously.

**MCDUGALL, TERRANCE, CERT RES**

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department deny **Terrance McDougall's** appraisal reports as submitted. Motion carried unanimously.

**MINKEY, DONALD, LICENSED**

**MOTION:** Ursula Volk moved, seconded by Steve Vitale, to recommend that the Department approve **Donald Minkey's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

**SCHNEIDER, HENRY, CERT GEN**

**MOTION:** Steve Vitale moved, seconded by James Coutts, to recommend that the Department approve **Henry Schneider's** appraisal reports as submitted. Motion carried unanimously.

**SCHUBERT, CHRISTOPHER, LICENSED**

**MOTION:** Ursula Vok moved, seconded by James Coutts, to recommend that the Department approve **Christopher Schubert's** appraisal reports as submitted. Motion carried unanimously.

**VERGES, FRANK, CERT RES**

**MOTION:** James Coutts moved, seconded by Steve Vitale, to recommend that the Department approve **Frank Verges's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

**WEBSTER, THOMAS, CERT RES**

**MOTION:** James Coutts moved, seconded by Linda Verbecken, to recommend that the Department table **Thomas Webster's** appraisal reports as submitted. Motion carried unanimously.

**WEHRWEIN, REBECCA S, AQB**

**MOTION:** Linda Verbecken moved, seconded by James Coutts, to recommend that the Department table **Rebecca S. Wehrwein's** appraisal reports as submitted. Motion carried unanimously.

**DOHERTY-RILEY, LAURA**

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department deny **Laura Doherty-Riley's** appraisal report as her part in the appraisal report does not meet the roster requirements. Motion carried unanimously.

**WOELLNER, TIMOTHY, CERT RES**

**MOTION:** Steve Vitale moved, seconded by James Coutts, to recommend that the Department approve **Timothy Woellner's** appraisal reports subject to receipt of two new reports of which one should be a small residential income appraisal report. Motion carried unanimously.

**HULBURT, RICHARD**

**MOTION:** Ursula Volk moved, seconded by Steve Vitale, to recommend that the Department approve **Richard Hulburt's** appraisal reports as submitted subject to coaching comments by the reviewer. Motion carried unanimously.

**CLAYPOOL, VANESSA**

**MOTION:** Linda Verbecken moved, seconded by Steve Vitale, to recommend that the Department approve **Vanessa Claypool's** appraisal reports subject to receipt of two additional reports that complies with USPAP and subject to approval by the reviewing appraiser. Motion carried unanimously.

**VISITORS COMMENTS**

None.

**DISCUSSION OF NEXT MEETING**

September 7, 2005 at 10:00

**ADJOURNMENT**

**MOTION:** James Coutts moved, seconded by Steve Vitale, to adjourn the meeting at 2:52 p.m. Motion carried unanimously.

**Next meeting : September 7, 2005 10:00 a.m.**